



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

MCHB-CG-HHD

3 July 2002

MEMORANDUM FOR USACHPPM-HHC Personnel

SUBJECT: Off Duty Employment – Policy Memorandum #12

1. Soldiers assigned to HHC may not engage in civilian employment without Command approval. Subject to the limitations set forth in HSC Regulation 600-3, AR 40-1, and AR 600-5, soldiers will not be restrained from employment during their normal off-duty hours.

2. Request for off-duty employment should be processed in the following manner:

a. Enlisted Soldiers.

(1) Requestors will familiarize themselves with HSC Regulation 600-3, AR 40-1 paragraph 1-6, 1-7, and 1-8 and AR 600-5, paragraphs 2-5 and 2-6.

(2) Soldiers will request an application for off-duty employment from the HHC Commander's secretary.

(3) The completed application packet will be submitted through the soldier's supervisory chain to the HHC Commander's secretary, and ultimately to the HHC Commander for approval. Approved/disapproved requests will be returned through the same channel.

b. Officers.

(1) Requestors will familiarize themselves with HSC Regulation 600-3, AR 40-1 paragraph 1-6, 1-7, and 1-8 and AR 600-5, paragraphs 2-5 and 2-6.

(2) Officers will request an application for off-duty employment from the HHC Commander's secretary.

(3) The completed application packet will be submitted through the Officer's supervisory chain, through the HHC Commander, and to Commanding General for approval. Approved/disapproved requests will be returned through the same channel.

3. All vital information pertaining to off-duty employment will be maintained by the HHC Commander and will be reviewed annually.

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4. HHC USACHPPM soldiers currently employed during off-duty hours are required to submit or resubmit requests for approval.

JOSEPH J. HOUT
1LT, MS
Commanding

